



EXPRESSION OF INTEREST

Wordworks is looking for a Project Manager (Publishing and Production)

10 month contract, 30-40 hours a week.

Deadline for expression of interest – 9 am on Monday March 13th.

After the successful roll out of the Stellar Emergent Literacy Programme for Grade R teachers over the past few years, Wordworks has secured funding to review the programme materials in the light of field experience, and the future needs of teachers, trainers and partners. Our commitment is to complete the revision of the materials before the end of 2017.

The extensive and multi-layered Stellar materials include teaching and training resources and are available in English, Afrikaans and isiXhosa.

We need an efficient Project Manager with strong publishing and production experience. Excellent people skills and ability to manage several parallel work processes under pressure are essential. Previous work experience in the area of early childhood development and/or early literacy would be an advantage.

The Project Manager would be responsible for managing the processes, timeframes and budgets involved in the review and revision of the full range of Stellar publications, including text changes, editing, proof reading, re-design and typesetting – all in three languages. Some capacity is available within Wordworks, to provide strong content guidance. The Project Manager is required to liaise with the Wordworks team as well as contractors; and to manage consultants and service providers.

The position is available from the end of March or sooner, and the fixed term contract will run from 1 April until 30 November 2017. The successful candidate will work 30 – 40 hours per week, and while flexible hours can be negotiated, should expect to spend at least half this time in our office in St James. *For more details see the job specifications attached.*

For more details about Wordworks and the Stellar programme, see www.wordworks.org.za .

Contact edeline@wordworks.org.za if you wish to arrange to view the Stellar materials at our office.

If you would like to express your interest in this position, please send the following to recruitment@wordworks.org.za by 9 am on Monday 13th March.

- A one page letter motivating your interest in this position.
- Your CV.

We will let you know within a week if we would like to meet you to discuss the project in more detail and to explore your fit with our organisation.